Adopted
1877

BY-LAWS AND REGULATIONS.

ARTICLE I. The Library shall be known as the Wayland Town Library, and shall be kept undivided, in some suitable room or building in the central village of Wayland.

ARTICLE II. There shall be a board of six trustees, two of whom shall be elected by ballot annually at the annual town meeting, to hold office for three years thereafter, or until a successor or successors shall be chosen.

ARTICLE III. At the first regular meeting of the board in April its officers shall be elected and shall continue in office until their successors are appointed.

ARTICLE IV. A majority of the board shall constitute a quorum for transaction of business.

ARTICLE V. The board of trustees shall hold a regular monthly meeting, except during the months of July and August, the date of such meeting to be determined by the board at its annual meeting in April.

ARTICLE VI. The board of trustees shall select and purchase books for the Library; shall appoint a Librarian with such other agents as may be necessary, and fix their salaries; provide catalogues; exercise a general control of the Library; order all necessary repairs and alterations of the building and its appurtenances; make a special examination of the books during the week ending with the last Saturday in October.

ARTICLE VII. The Librarian shall keep the books and appurtenances of the Library in proper order. He shall record in a record called "Catalogue of Accessions" the title of each book placed therein, with the date of its purchase, and also the title of all books or other property given to the Library with the donor's name and date of presentation. He shall prepare such catalogues, books and forms as the trustees may direct. He shall report to the trustees all gifts of funds to the Library and shall, if accepted by the board, send an acknowledgement of the same to the givers. He shall keep a record of all such books as are asked for, and are not in the Library, with the names of the persons asking for them, and submit the record to the trustees. He shall cause a book plate to be attached to each volume belonging to the Library and shall note on it the date of the receipt of the book; if a gift, the name of the giver; and the number it bears in the catalogue of accessions. He shall permit no books to be used until it shall be properly prepared for entry in the catalogues. He shall charge to each borrower the books delevered, with the dates of their delivery and of their return. He shall, on the first day of February in each year, present to the board of trustees a detailed report of the condition and the circulation of the Library, together with such other facts and suggestions as he may deem of importance. He shall perform such other duties as may be required of him by the trustees.

ARTICLE VIII. No book, pamphlet, work of art or other property whatsoever, offered by any person to the Library shall be accepted and placed therein except by

express vote of the board. A notice of acceptance shall then be sent to the giver with suitable acknowledgement.

ARTICLE IX. All duplicate books, pamphlets and articles belonging to the Library may be exchanged at any time at the discretion of the board of trustees.

ARTICLE X. The Library shall be open for delivery and return of books every Wednesday and Saturday (except legal holidays) from three to five and six thirty to nine, P. M., provided however that no books shall be delivered during the week ending with the last Saturday in October; and provided further that the Library may be closed by order of the board of trustees when deemed necessary for any special purpose.

ARTICLE X. Any resident in town twelve years old and over may take from the Library not exceeding two books at one time; and children under that age may take one book each; the parents or guardians of minors being responsible for their wards or children. Minors and strangers may use the Library on the same conditions as residents provided they furnish satisfactory references or deposit with the Librarian the value of the book desired.

ARTICLE XII. The Library Card of the person wishing for books, with the shelf number of the books wanted written thereon, must be presented to the Librarian as the only method of obtaining books.

NOTE.-- Cards to be furnished by the Librarian at one cent each.

overseer when of the board. A notice of assessment shall then be sent to the driver with suitable admonishment.

ARTICLE IX. All duplicate books, pamphlets and articles belonging to the library may be withdrawn at any time at the discretion of the board of trustees.

ARTICLE X. The library shall be open for delivery and return of books every Wednesday and Saturday between first hours to five and six thirty to nine. P. M., provided however that no books shall be delivered during the week ending with the last Saturday in October and provided further that the library may be closed by order of the board of trustees when deemed necessary for any special purpose.

ARTICLE X. Any resident in town twelve years old and over may have from the library not exceeding two books at one time and children under twelve that are not less than one book each: the parents or guardians of minors being responsible for their books or children. Minors and strangers may use the library on the same conditions as residents provided they furnish satisfactory references or deposit with the librarian the value of the book desired.

ARTICLE XII. The library days of the season ending two years, with the exact number of the books worked with thereon, must be reported to the librarian as the only method of obtaining books.

NOTE.-- Cards to be furnished by the librarian at the last week.

ARTICLE XIII. Borrowers may take two books at the same time. No books shall be kept out more than four weeks, except by the permission of the trustees; and the trustees may limit the time during which any book may be kept one week. "New books" can not be renewed, and all others can be renewed but once.

ARTICLE XIV. "New books" kept from the Library more than one week, and all others kept more than four weeks at a time, will subject the borrower to a fine of six cents per week per volume for each week's delay in returning.

N. B. Books are considered new until one year after the date of their purchase or presentation. The date of their purchase or presentation will be found on the label inside the cover of each book.

ARTICLE XV. All books must be returned to the Library on or before the last Saturday but one in October

ARTICLE XVI. Books kept from the Library more than three months shall be deemed lost, and must be replaced by other copies, or paid for by the borrower.

ARTICLE XVII. All penalties named under the above articles and also those incurred under the State laws (see below) if remaining unpaid more than four weeks will forfeit the Library privileges to the defaulter until settlement is made.

ARTICLE XVIII. All expenses incurred in maintaining the Library, except the purchase of books, shall be paid by the Town as incidental charges.

ARTICLE XIII. Borrowers may take two books at the same time. No books shall be kept out more than four weeks, except by the workmen of the treasurer and the trustees may limit the time during which any book may be kept one week. "New books" can not be renewed, and all others can be renewed but once.

ARTICLE XIV. "New books" kept from the library more than one week, and all others kept more than four weeks at a time, will subject the borrower to a fine as the books may each may notify the borrower in writing.

ARTICLE XV. Books are considered new until one year after the date of their purchase or presentation. The date of their purchase or presentation will be found on the inside of each month the cover of each book.

ARTICLE XV. All books must be returned to the library on or before the last Saturday but one in October

ARTICLE— XVI. Books kept from the library more than three months shall be deemed lost, and must be replaced by other copies, or paid for by the borrower.

ARTICLE XVII. All penalties named under the above articles and also those imposed under the State laws (as below) if neglected should more than four weeks will forfeit the library privileges to the defaulter until settlement is made.

ARTICLE XVIII. All expenses incurred in maintaining the library, except the purchase of books, shall be paid by the Town as incidental charge.

ARTICLE XIX. Books of reference and those deemed unsuitable for general circulation shall not be taken out of the Library except by an order signed by at least two trustees.

ARTICLE XX. Persons may always receive books for reading, consultation or study in either the reading or waiting room, by making written application on special slips furnished at the Library desk. All such books must be returned to the desk before the borrower leaves the Library. Books, magazines and papers belonging to the reading room may be used in the building but cannot be taken out.

ARTICLE XXI. All persons visiting the Library building will be required to conduct themselves quietly and avoid all unnecessary conversation. Any person abusing the privilege of the Library by improper or offensive conduct may be denied admission to the building for such period as the trustees may determine.

ARTICLE XXII. The trustees from time to time may make any new or special permanent or temporary regulation for the management and preservation of the Library, and for penalties for injury thereto, or the books therein, or for violation of the regulations which they may deem expedient, provided that such regulations do not conflict with those adopted by the Town.

ARTICLE XIX. Books of reference and those deemed unsuitable for general circulation shall not be taken out of the library except by an order signed by at least two trustees.

ARTICLE XX. Patrons may always freely use books for reading, non-circulating or study in either the reading or meeting room, by making written application on special slips furnished at the library desk. All such books must be returned to the desk before the borrower leaves the library. Books, magazines and papers belonging to the reading room may be used in the building but cannot be taken out.

ARTICLE XXI. All persons visiting the library building will be required to conduct themselves quietly and avoid all unnecessary conversation. Any person abusing the privileges of the library by disorder or offensive conduct may be denied admission to the building for such period as the trustees may determine.

ARTICLE XXII. The trustees from time to time may make any new or special arrangements or temporary regulation for the management and preservation of the library, and for regulating the library rooms, or the books therein, or for variation of the regulations which they may from time to time adopt. Provided that such regulations do not conflict with those adopted by the Town.